Human Resources Branch Memorandum

| SUBJECT: | NUMBER: HRB 22-013 |
|---|--------------------------------|
| 2022 Excluded Employee Leave Buy-Back and Represented Employee Cash-Out Program Participation | DATE ISSUED: April 27, 2022 |
| DISTRIBUTION: All CDFW Employees | EXPIRES: Until Superseded |

| | ☐ Informational Only | |
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Purpose

The purpose of this memorandum is to inform all California Department of Fish and Wildlife (CDFW) employees that the CDFW will participate in the 2022 Excluded Employee Leave Buy-Back and Represented Employee Leave Cash-Out Programs.

Authority

<u>Bargaining Unit (BU) Contract Memorandum of Understandings</u>
<u>California Department of Human Resources Manual 2104 – Leave Buy-Back</u>
California Code of Regulations section 599.744

Excluded Employee Leave Buy-Back Program

Employees designated Exempt, Managerial, Supervisory, Confidential, or are otherwise excluded from collective bargaining, may receive payment at their regular salary rate in exchange for up to the maximum hours allowed as identified below:

| Employee Collective Bargaining Unit Identifier (CBID) | Maximum Hours |
|---|---------------|
| C01, E, E48, E97, E98, E99, M01, M10, S01, S04, S07, S09, | 80 hours |
| S10, S11, and S12 | |
| M02 | 160 hours |

Eligible leave may be a combination of vacation or annual leave, voluntary personal leave, personal holiday, or holiday credit.

Represented Employee Leave Cash-Out Program

Represented employees may receive payment at their regular salary rate in exchange for up to the maximum hours allowed as identified below:

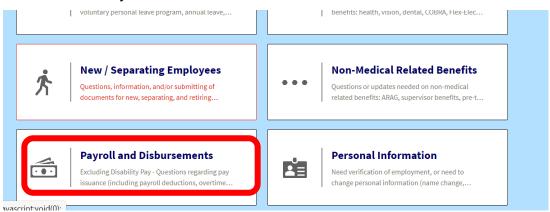
| Employee CBID | Maximum Hours |
|--|---------------|
| R01, R04, R07, R09, R10, R11, R12, and R14 | 80 hours |
| R02 | 160 hours |

Eligible leave to cash out includes vacation or annual leave.

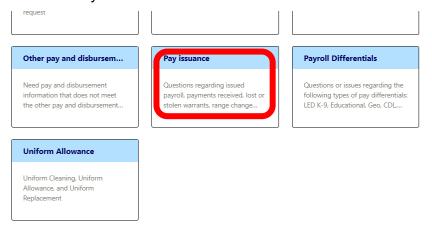
Participation and Payment

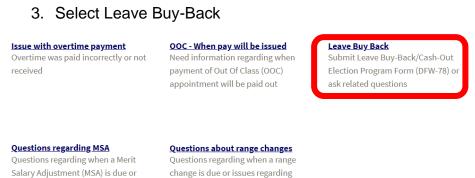
To participate, employees must submit a completed <u>Leave Buy-Back/Cash-Out Program Election Form (DFW 78)</u> to the Human Resources Branch (HRB) via the <u>Ask HR</u> portal **by May 31, 2022**. From the Ask HR Service Catalog, select the following options to submit your <u>DFW 78</u>:

1. Select Payroll and Disbursements



2. Select Pay Issuance





Forms received after May 31, 2022, are considered late and will not be processed.

Payments will be made in the month of June, no later than June 30, 2022. Payments are NOT subject to deductions for retirement, but are subject to garnishment withholdings, if applicable, and the following mandatory deductions/withholdings:

| Federal Tax: | 22.0% |
|-----------------------------------|-------|
| State Tax: | 6.6% |
| Social Security (if applicable): | 6.2% |
| Medicare (if applicable): | 1.45% |
| State Disability (if applicable): | 1.1% |

Note: For wages or compensation in excess of \$200,000 in the calendar year, an additional 0.09% Medicare deduction will be withheld.

Questions

If you have any questions or need additional information, submit an inquiry to the HRB via the <u>Ask HR</u> portal.